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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT  
FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058(B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 232-8779

November 2009

Dear Assessing Professional,

The Department of Local Government Finance (DLGF) will hold the First and Second Quarter 2010 continuing education courses from January 26 through May 6 at five locations.

## **Personal Property Tax**

Course Number: IN 460

(7-hours of continuing education credit by the Department of Local Government Finance)

This course will begin with a discussion of the differences between real and personal property for tax purposes. The course will also cover the appropriate forms to be used by taxpayers for reporting personal property and the basic assessment methodology. In addition, the student will understand the basics of the Indiana personal property valuation process and understand the concepts of possession and ownership.

## **The Sales Comparison Approach to Market Value**

Course Number: IN 110

(7-hours of continuing education credit by the Department of Local Government Finance)

Students will understand the underlying concepts that pertain to determining the value of real estate using market-extracted data. Key areas of study include: the mechanics of markets, the foundational economic principles that drive purchasing habits and value, the concept of neighborhoods, and the factors that influence value and determine comparability, as well as, the computational aspects of the sales comparison approach.

## **Precision Data Collection**

Course Number: IN 111

(7-hours of continuing education credit by the Department of Local Government Finance)

Accurate data collection is the foundation of a fair property valuation. This course covers the basics of data collection. Topics covered in this course include: general data collection issues, determining data needs, tools and equipment used, describing and coding characteristics, types of data, designing property record forms, actual data collection, elementary computerized considerations and pulling all of the information together. This course is an introductory course.

These sessions are for all assessing professionals, regardless of certification status. However, for those who have achieved Level 1 and/or Level 2 certification status, the class is worth seven (7) hours of continuing education credit.

Each class is seven hours long, including one hour for lunch. Check-in is between 8:30 a.m. and 9 a.m. local time, and classes run from 9 a.m. to 4 p.m.

#### **Locations**

- Evansville
- Indianapolis
- Sellersburg
- Fort Wayne
- Merrillville

#### **Registration**

There is no registration fee for DLGF continuing education courses. **The preferred method of registration is at [www.ind-pace.com](http://www.ind-pace.com).** You can also register by mail or fax by following the instructions on the enclosed registration form.

**All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled we are not able to notify you if you have not registered for the class. Also, we cannot guarantee availability for those individuals who do not register by the deadline.**

All registrations are processed on a first-come, first-served basis. **To provide all members of the assessing community the opportunity to receive this information, please make copies and share the contents of this letter with your entire staff as well as your county Property Tax Assessment Board of Appeals members.**

All registrations will be confirmed by e-mail. Additional information on the class facility and parking will be included in the confirmation letter.

#### **Details**

The DLGF's continuing education provider for these classes is Briljent, LLC, an Indiana-based business with extensive experience in training design and facilitation. Your Registrar for classes is Lisa Harris. You can contact her at 260-247-9422 or via e-mail at [lharris@briljent.com](mailto:lharris@briljent.com).

Course manuals will be available onsite at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended.

*The preferred method of registration is online at [www.ind-pace.com](http://www.ind-pace.com)*

**DLGF Continuing Education Registration Form  
First and Second Quarter 2010**

Name:			
Title			
Address:			
City, State, ZIP:			Date of Birth:
County:			Township:
Home Phone:			Work Phone:
Student ID Number:			E-Mail:

Please register me for the class I have indicated below by checking its date and location:

**First Quarter 2010:      Personal Property Tax (Course No. IN 460)**

<input type="checkbox"/>	Jan. 26 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/>	Feb. 3 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/>	Feb. 10 – Evansville, Ivy Tech Community College
<input type="checkbox"/>	Jan. 27 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/>	Feb. 4 – Indianapolis, Indiana Wesleyan University	<input type="checkbox"/>	Feb. 11 – Evansville, Ivy Tech Community College
<input type="checkbox"/>	Jan. 28 – Indianapolis, Indiana Wesleyan University	<input type="checkbox"/>	Feb. 8 – Sellersburg, Clark County REMC		
<input type="checkbox"/>	Feb. 2 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/>	Feb. 9 – Sellersburg, Clark County REMC		

**\*\*See back side of this letter for Second Quarter class offerings**

*The preferred method of registration is online at **www.ind-pace.com***

**Second Quarter 2010: Sales Comparison Approach (Course No. IN 110)**  
**Precision Data Collection (Course No. IN 111)**

<input type="checkbox"/> <b>IN 111</b>	April 26 – Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/> <b>IN 111</b>	April 28 – Indianapolis, Indiana Wesleyan University	<input type="checkbox"/> <b>IN 111</b>	May 5 – Evansville, Ivy Tech Community College
<input type="checkbox"/> <b>IN 110</b>	April 27 – Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/> <b>IN 110</b>	April 29 – Indianapolis, Indiana Wesleyan University	<input type="checkbox"/> <b>IN 110</b>	May 6 – Evansville, Ivy Tech Community College
<input type="checkbox"/> <b>IN 111</b>	April 27 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/> <b>IN 111</b>	May 4 – Sellersburg, Clark County REMC		
<input type="checkbox"/> <b>IN 110</b>	April 28 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/> <b>IN 110</b>	May 5 – Sellersburg, Clark County REMC		

Mail this registration form to Registrar Lisa Harris at Briljent, LLC, 7615 W. Jefferson Blvd., Fort Wayne, IN 46804; or fax to 260-434-0991. Lisa can be reached by phone at 877-434-0990 or by e-mail at **lharris@briljent.com**.

*The preferred method of registration is online at **www.ind-pace.com***